Instructions for Sales Forecasting/JAVITS/EDA Worksheet

The ForecastJavitsWorksheet.xls file is a <u>worksheet</u> to be used for data entry for the FMS Sales Forecast and JAVITS/EDA Report. In an attempt to streamline these two tasks, the worksheet has been developed to enable users to submit entries for both requirements. It has been formatted with pre-defined fields and drop-down lists for data entry.

First, copy/download the excel file down to your PC. When the worksheet is opened, there should be a message to let you know that macros are contained within the worksheet. (Figure 1 below.) Click on 'Enable Macros' to open.
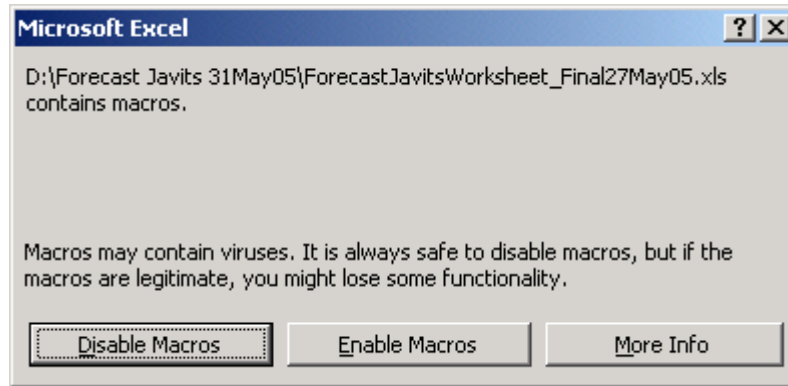

Figure 1

If the above message does NOT appear, then the security level on the excel application is too high to allow the macros to run. You will not be able to use the button to insert an item from the MASL list. In order to correct this, open Excel, select 'Tools' from the toolbar across the top, select 'Macros', then select 'Security…' the form shown below (Figure 2) will appear. Make sure 'Medium' is selected and click OK.
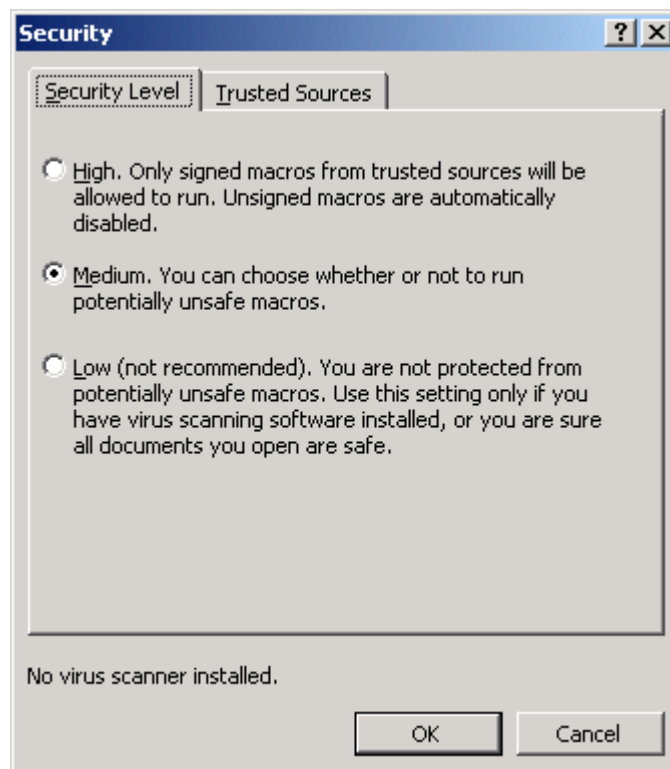

Figure 2

FMS Forecast Submissions

The excel file should open with the 'FMSProjections' tab/worksheet displayed. Use this worksheet to submit FMS forecasted sales for the next two out-years.

Most of the columns contain drop-down lists to choose from; however, the "Item" column contains a button in the header. Click in the cell that you wish to enter an item (activate the cell), then click on the button in the header to display a list of pre-defined items available for sale. If the item is not listed, you will have to enter it yourself. Highlight the appropriate item then click the 'Enter MASL Item' button. The item will be entered into the activated cell. The dollar amount must be entered as a number, in increments of millions. For example, $5M would be entered as 5.000, $250K should be entered as 0.250. Never include alpha or special characters, only numbers.

Sales Forecasting fields: Country, Year, Priority, Implementing Agency, Category, Item, TotalSale, Quantity, Comments, and 36B.

The table below contains a list of the columns and a definition of the data required for each field for the FMS Sales Projections.

Column	Definition/Details
Country	Select the country from the drop-down list.
Year	Select the forecasted YR (2006, 2007) for line item sale.
Priority	Select priority level. Select A if sale is highly likely to occur in FY *or* select B if the sale is somewhat likely to occur in the FY. DSCA begins its consolidated review by summing the list of "A"s as the best indicator of forecasted sales in FY 06 and 07.
Implementing Agency	Enter the implementing agency responsible for the sale: Army, Navy, Air Force, or Other.
Category	Select the general category (generic code) of the item to be sold to the country.
Item	To enter a sale item, click in the cell and enter the item being purchased, or click on the button in the 'Item' header. A pop-up form will open and a list of items will be presented. Select the appropriate item and click the 'Enter Masl Item' button. The item selected will appear in the cell the user previously selected. If a particular item is not listed, you can type in a new model name or model number.
TotalSale	Enter the estimated dollar amount in millions. Enter numbers ONLY. Do not enter alphabetical characters. (i.e. $5M – 5.000, $250K – 0.250)
Quantity	Enter the estimated quantity.
Comments	Enter any additional comments that are relevant to the line item for the Forecast.
36B	Enter True or False to designate the line item as requiring Congressional notification in accordance with Article 36B of the Arms Export Control Act (a function of category and dollar value).

Javits Submissions

To submit information for entering into the Javits report, click on the 'JavitsProjections' tab at the bottom of the worksheet. If there are items listed on the 'FMSProjections' tab that should be included in the Javits report, the user can copy the line(s) and paste it (them) in the 'JavitsProjections' worksheet. The worksheet is incorporated with drop-down list boxes to be used for submissions. There is also a button for the 'Item' list, to use the MASL list provided, click on the cell where you would like to enter the MASL item, then click on the button in the Item column header. A form will pop-up displaying a list of items. Highlight the desired item and then click on the 'Enter MASL Item' button. The item will be entered into the cell the user selected. In the Javits worksheet, the description will also appear in the column to the right of the selected cell.

Note: If the description is longer than 255 characters the following error will appear… #VALUE! If this happens, the user can click on the third tab titled 'Reference – MASL Description' and copy and paste the description.

JAVITS/EDA fields: Country, Agency, EDA, LOA, SaleType, Item, Description, TotalSale, Quantity, Comments (required for offensive weapons systems) and 36B.

The table below contains the list of the columns and a definition of the data required for each field for the Javits report.

Column	Definition/Details
Country	Select the country from the drop-down list.
Agency	Select the implementing agency responsible for the sale.
EDA	Enter a double asterisk (**) if the item is expected to be an Excess Defense Article (EDA) sale.
LOA	Enter an asterisk (*) if the sale is deemed likely to result in a letter of offer and acceptance (LOA) in the calendar year 2006.
SaleType	Select whether the line item is an FMS or DCS sale. SAOs, DSCA and IAs should not include DCS lines unless full knowledge of the details of the potential DCS sale is known.
Item	Select the appropriate item name or model number from the drop-down list. If a particular item is not listed, you can type in a new model name or model number. However, if you add a new item, a description of the item/system/support/etc must be typed in the "General Description" block.
Description	Enter a description **ONLY IF** the Item/Model # was not listed in the drop down menu. (i.e. If you typed a new item into the Item/Model # column, please enter a description.)
TotalSale	Enter the estimated dollar amount for the sale <u>in millions</u>. (i.e. $5M – 5.000, $250K – 0.250) *Note*: It is important that the values for the JAVITS Report **not** be underestimated. **ONLY** report sales of major weapons or weapons-related defense equipment valued at $7M or more, or any other weapons and weapons-related defense equipment for $25M or more which may be offered during the next calendar year.
Quantity	Enter the estimated quantity of items to be purchased. *Note*: It is important that the quantities for the JAVITS Report **not** be underestimated.
Comments	Enter any additional information that you feel is relevant to the line item for the JAVITS report. Following information is **REQUIRED** for all offensive weapons systems: Include whether the sale is a first introduction into the country or the region. State whether any in-country or regional opposition to the sale is expected. Indicate the reason for the purchase, i.e. as a sub-system of a ship; replace outdated equipment; replace losses; or need to counter a threat; etc. Also indicate if the U.S. Unified Commander approves the sale. If he strongly supports the sale please indicate why. Describe any other potential issues with this sale, i.e. ENDP, MTCR, funding availability, etc.
36B	Enter True or False to designate the line item as a 36B sale.

Once submissions are complete, save the excel worksheet and email it to the appropriate Country Program Director who will save it into the DSCA Access database for compilation.

If you have questions regarding this operation, please contact your DSCA Country Program Director, or:

<u>FMS Forecasting</u>

Tom Keithly	DSCA Programs Division Thomas.Keithly@dsca.mil	(703) 601-3655 or DSN 329-3655 Thomas.Keithly@dsca.osd.smil.mil
Sonja Patch	DSCA Programs Division Sonja.Patch@dsca.mil or	(703) 601-3706 or DSN 329-3706 Sonja.Patch@dsca.osd.smil.mil

<u>Javits Report</u>

Pamela Young	DSCA Weapons Division Pamela.Young@dsca.mil	(703) 601-3724 or DSN 329-3724 Pamela.Young@dsca.osd.smil.mil
Col. Dutch Holland	DSCA Weapons Division Edward.Holland@dsca.mil	(703) 601-3722 or DSN 329-3722 Edward.Holland@dsca.osd.smil.mil

<u>Excess Defense Articles</u>

Oz Sanborn	DSCA P3/Policy and Process Oz.Sanborn@dsca.mil or	(703) 601-3718 or DSN 329-3718 Oz.Sanborn@dsca.osd.smil.mil

<u>DSCA IT Directorate</u>

Ms. Robin Nettles	DSCA IT-HA Robin.Nettles@dsca.mil	(703) 601-3761 or DSN 329-3761 or Robin.Nettles@dsca.osd.smil.mil